DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

Appendix B
Conversion Methodology and Examples

Conversion methodology for employees on special salary rates – CONUS employees

- Step 1: Any WGI buy-in due to the employee is added to the total pre-conversion salary (including special salary rate)

- Step 2: The portion of the special salary rate that is attributed to base pay is determined using the following formula

$$\text{Base Pay} = \frac{\text{Adjusted Basic Pay}}{1 + \text{Applicable Locality Rate Percentage}}$$

- Step 3: The Local Market Supplement (LMS) is added to base pay to create the new DCIPS adjusted basic pay

$$\text{DCIPS Adjusted Basic Pay} = \frac{\text{Base Pay}}{1 + \text{Applicable LMS Percentage}}$$

See Examples on the Following Pages →

Example 1: CONUS CONVERSION, Sample Navy Employee Converted in November 2008

Work Location – San Antonio, TX - Occupational Series 2210, GG 11/Step 3
Converted to Pay Band 3 with Rest of US LMS

Pre-Conversion with Special Salary Rate (SSR)*

1)

Previous Adjusted Basic Pay
$ 60,602

Post-Conversion with LMS**

2)

DCIPS Adjusted Basic Pay
$60,602

* From OPM special salary rate table 999C
**Assumes the employee was promoted on the day of conversion, and therefore received no WGI buy-in
*** 2008 LMS rates applied at the time of conversion

Example 2: CONUS CONVERSION with WGI Buy In
Sample Navy Employee Converted in November 2008

Work Location – San Antonio, TX - Occupational Series 2210, GG 11/Step 3
Converted to Pay Band 3 with Rest of US LMS

Pre-Conversion with Special Salary Rate (SSR)*

1)

Old Adjusted Basic Pay
$ 62,602

Post-Conversion with LMS

2)

DCIPS Adjusted Basic Pay
$62,602

* From OPM special salary table 999C
** 2008 LMS rates applied at the time of conversion

Conversion methodology for employees on special salary rates – OCONUS employees

- Step 1: Any WGI buy-in due to the employee is added to the pre-conversion total salary (including special rate)

- Step 2: The portion of the special salary rate that is attributed to base pay is determined using the following formula

$$\text{Base Pay} = \frac{\text{Adjusted Basic Pay}}{1 + \text{Special Salary Rate Percentage}}$$

- Step 3: The Targeted Local Market Supplement (TLMS) is added to base pay to create the new DCIPS adjusted basic pay

$$\text{DCIPS Adjusted Basic Pay} = \frac{\text{Base Pay}}{1 + \text{Applicable TLMS Percentage}}$$

See Examples on the Following Pages →

Example 3: OCONUS CONVERSION
Sample Navy Employee Converted in November 2008

Work Location – Hawaii - Occupational Series 2210, GG 11/Step 3
Converted to Pay Band 3 with OCONUS TLMS

Pre-Conversion with Special Salary Rate (SSR)*

1) Special Salary Rate = 60,089

2) Base Pay = $51,358 | SSR Supplement $8,731 (17%)

Old Adjusted Basic Pay
$ 60,089

Post-Conversion with TLMS**

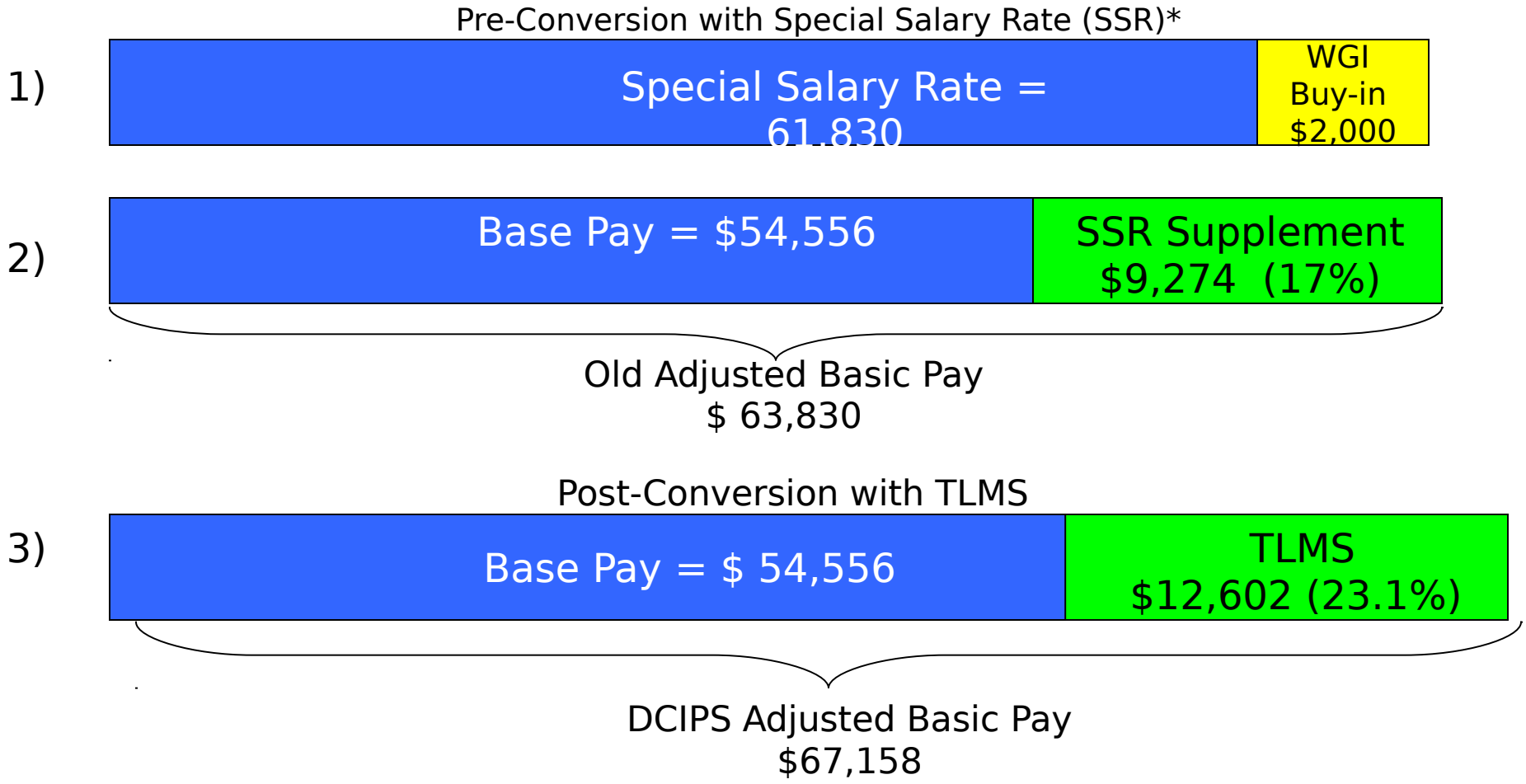
3) Base Pay = $ 51,358 | TLMS $10,729 (20.89%)***

DCIPS Adjusted Basic Pay
$62,087

* From OPM special salary table 999A
**Assumes the employee was promoted on the day of conversion, and therefore received no WGI buy-in
*** 2008 TLMS rates applied at the time of conversion

Example 4: OCONUS CONVERSION with WGI Buy In
Sample Army Employee Converted in July 2009

Work Location – Europe - Occupational Series 2210, GG 11/Step 3
Converted to Pay Band 3 with OCONUS TLMS



* From OPM special salary table 99AF